

Meteorology and Air Quality Group
PROCEDURE TRAVELER

This form is from MAQ-022

Part 1 (completed by any group employee)

Procedure number: _____ Revision: _____

Procedure title: _____

Action Requested: ☐ New procedure ☐ Major revision of existing procedure ☐ Deletion of existing procedure

Description of and reason for action: ☐ Quick-change revision of existing procedure (parts 3 and 5 N/A)

Signature

Name (print)

Date

Part 2 (completed by appropriate manager)

I agree with the action requested: ☐ Yes ☐ No If No, enter reasons below.

If Yes, assigned preparer: _____. Affected teams, programs, groups, or individuals required to review this procedure and others who should review it (see procedure page 5):

Required reviewers:

Optional reviewers:

Signature

Name (print)

Date

Part 3 (completed by preparer or other qualified safety reviewer)

I have evaluated, according to MAQ-035 and LIR300-00-01, the risks inherent in performing this procedure and have documented them on the Hazard Control Plan form, or referred to a plan that covers this type of work.

Preparer

Name (print)

Date

Draft prepared and sent for formal review on: _____. Comments resolved on: _____. After comments have been resolved with each reviewer, obtain signatures of the reviewers in part 5.

Part 4 (signed by safety officer or group leader)

I agree that the appropriate safety-related activities and appropriate risk level were identified during the hazard evaluation:

Safety officer or group leader

Name (print)

Date

Part 5 (signed by required reviewers: NA for quick-change revisions)

I attest that all my comments and concerns have been satisfactorily discussed, resolved, and/or incorporated into the final version of the procedure.

Signature

Name (print)

Date

Signature

Name (print)

Date

Signature

Name (print)

Date

Signature

Name (print)

Date

Preparer: After all reviewers have signed above section, submit this form with copy of draft and final procedure to records coordinator.